



Office of State Publishing

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STD. FORMS IDENTIFICATION POLICY

Government Code Sections 14770, 14771, 14772, 14773, 14774, and 14775 mandate the Forms Management Center (FMC) and its responsibility to manage and maintain the integrity of the State Standard (STD.) Forms Program. To ensure accuracy in tracking the author of a STD. Form, the originating department's name must be placed near the location of the title, number and date of the form after or opposite the "State of California" line.

This modification will be made upon revision to or replenishment of a STD. Form beginning January 1, 2002. STD. Forms identified as low-use will be modified globally by January 1, 2003. STD. Forms that have not been revised or replenished by the end of the year 2002 will be identified and modified by July 1, 2003.

The FMC, in order to enforce forms identification standards state-wide, reserves the right to modify the information contained in the "State of California" line, department's name, title, number, and date of any STD. Form. Modification of this information may not be made without the consent of the FMC. The positioning of this information on a form is left to the discretion of the FMC and may be modified by the FMC to fit space limitations.

For more information, reference **State Administrative Manual Sections 1700, 1701, 1715, and 1720** or contact an FMC Forms Consultant at (916) 324-9697 or (916) 323-0311 or by email at FormsManagement@dgs.ca.gov.